



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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***#T2714 ETHICS COMMISSION TRAINER
MONTHLY SALARY: \$4346 to \$5253**

APPLICATION FILING PERIOD: FIRST DATE: January 12, 2007

LAST DATE: February 14, 2007

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as sufficient numbers of applicants have been processed. Future application filing periods may be announced.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **STANDARD EMPLOYMENT APPLICATION (together with all required attachments)** for this position. Your Standard Employment Application will be made available to the hiring department(s). Please submit requested materials only. **NOTE: If you are completing an online application and submitting it via the internet, you do NOT need to complete a Data Entry Form.**

SUPPLEMENTAL QUESTIONS – In **Section 4 of the Standard Employment Application**, you must list your responses to the following numbered questions. Read the directions on the application form carefully and be sure to follow all instructions.

For the current vacancy in the Ethics Commission Department:

1. Describe your experience developing, administering, and/or presenting educational and/or training programs.
2. Describe your knowledge of or experience working with governmental ethics laws such as campaign and lobbying laws.

For the current vacancy in the Ethics Commission Department and vacancies that occur in other departments:

3. Describe your experience developing multimedia presentations for structured adult learning programs such as computer-based training; video or computer-based print applications presentations/materials.

For vacancies that occur in other departments:

4. Describe your experience in public works field operations, customer service or occupational health and safety functions, which must include one year experience developing, administering and/or presenting structured adult learning programs.
5. Describe your experience developing, administering and/or presenting structured adult learning programs.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise indicated.

EDUCATION: Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter units). **(Proof of degree and units completed must be submitted at time of application.) -AND-**

EXPERIENCE:

For the current vacancy in the Ethics Commission Department:

Two years of full-time professional experience developing, administering, and/or presenting educational and/or training programs.

For vacancies that occur in other departments:

1. Three years experience developing multimedia presentations for structured adult learning programs such as computer-based training, video or computer-based print applications presentations/materials.

-OR-

2. Three years experience in public works field operations, customer service or occupational health and safety functions, which must include one year experience developing, administering and/or presenting structured adult learning programs.

-OR-

3. Two years professional experience developing, administering and/or presenting structured adult learning programs.

LICENSE:

A valid California Class C Driver's License may be required at the time of hire.

DUTIES: For the current vacancy in the Ethics Commission Department, the Ethics Commission Trainer prepares training materials and conducts live training sessions for elected officials, unclassified managerial employees, members of City boards and commissions, employees of City agencies, City candidates and committees, and registered lobbyists. These training sessions address provisions of the City's governmental ethics laws, which include the Ethics Ordinance, the Election Campaign Control Ordinance, and the Lobbying Ordinance. In addition, the Ethics Commission Trainer administers the Commission's on-line ethics training program, assists with the preparation of other educational materials such as Fact Sheets, brochures, handbooks, and newsletters, and performs other tasks related to the Commission's education programs as directed by the Executive Director.

For vacancies that occur in other Departments, Trainers develop, instruct and evaluate a variety of training classes; conduct department-wide training needs assessments; consult with and counsel Department employees regarding training and certification requirements, and training related career development; develop standard formats for lesson plans, workbooks and training materials; conduct or direct analytical studies; prepare and analyze reports of findings and make recommendations regarding training and development programs; assemble training packages, manuals, presentations and job aids; and perform other duties as assigned.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

KIM/*January 12, 2007/*Rev. 1 (01-22-07)/Associate Management Analyst (*Option Class: Trainer*)
(*Recruiting Title: Ethics Commission Trainer)/Class 1218-R

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER